

## **SAC QUICKtips: RESPONSIBILITIES OF THE CASE MANAGER / FACILITATOR**

Responsibilities of the Case Manager / Facilitator with a Student Assistance team are very similar to those of the SAP coordinator. The team member will be responsible for a limited number of cases with shared intervention responsibility, while the coordinator will be responsible for both the interventions and facilitation activities for each identified student.

The overall functions of the case manager / facilitator will be to maintain documentation and activities related to SAP services for a particular student case. This individual is not responsible for identifying all case activities and interventions for the identified student.

Typical responsibilities include:

1. Setting up a case file and securing archival data including attendance, academics, behavior and health-related information.
2. Identifying the list of adults in more frequently contact with the student.
3. Getting family contact information. Making contact with the family when appropriate.
4. Distributing and collecting screening forms with appropriate adults in the building.
5. Developing a composite of data collected.
6. Facilitating the student interview whether conducted by self or others.
7. Notifying the meeting facilitator when the case is ready to be problem-solved.
8. Maintaining ongoing documentation in the case file.
9. Monitoring implementation of the interventions.
10. Tracking progress-monitoring efforts.
11. Bringing the case back to appropriate individuals for additional intervention planning.

Resources on prevention.org – Professional Resources – Student Assistance Center: Case Flow for SAP Referrals, Student Assistance Action Plan Checklist, Student Assistance Forms, School Resource Map, Problem Map, Action Map, Student Assistance Concern Prioritization